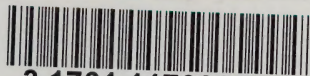




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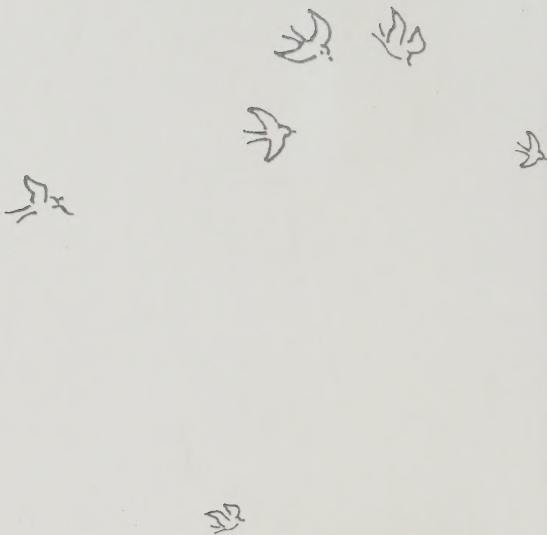


Act-6424

Making your workplace work



**TIPS FOR SAVING
THE ENVIRONMENT**



Public Works and Government Services Canada is made up of the former Government Telecommunications Agency, Public Works Canada, Supply and Services Canada, and the Translation Bureau.

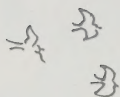
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FRANÇAIS SOUS LE TITRE DE
*RENDRE VOTRE LIEU DE
TRAVAIL EFFICACE -
CONSEILS POUR PROTÉGER
L'ENVIRONNEMENT*

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Protecting the environment is a major priority of the 1990s. At Public Works and Government Services Canada, we're working hard to do our part. We initiated Papersave, the federal government's recycling program, and we're installing high-efficiency lighting, heating, and water-conserving equipment in the buildings we lease and own.

Protecting the environment is a team effort, and we want to work with you, our tenants, to get the job done. We've published this brochure to give you useful tips on how you can "green" your workplace.



GOOD COMMUNICATION

Successful teams communicate well. If we're going to work as a team, you'll have to let us know about any concerns, questions, or suggestions you have about the environment.

To do this, you would normally contact the facilities manager. That person's title may vary, depending on the department or even the building in which you work. Usually, the person within your department you contact to get a new light bulb or to have the heat turned up or down is your facilities manager.

Alternatively, you may choose to speak directly to someone at Public Works and Government Services Canada. To make it easy to do so, we've included a list of telephone numbers at the end of this booklet. Simply choose the number that applies to your region.



“GREEN” GOALS

To be environmentally responsible, we have to:

use resources efficiently; and

prevent our environment from being contaminated.

In the workplace, we do this by following the three Rs: reduce, reuse, and recycle.

REDUCE, REUSE, AND RECYCLE

Reduce

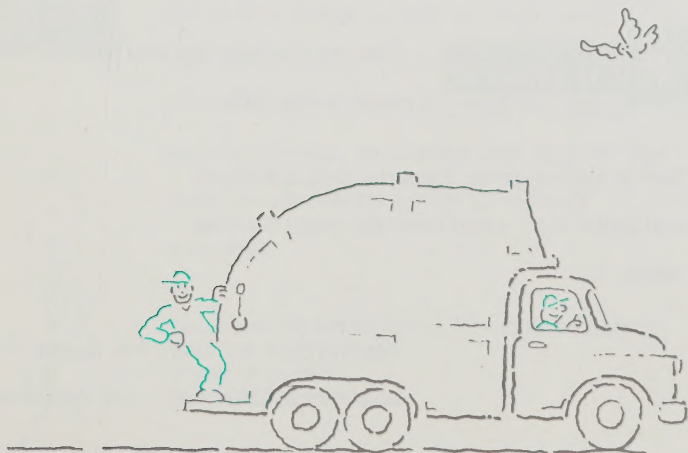
Whenever possible, we have to reduce the amount of material, energy, and water we use, so that we produce as little garbage as possible.

Reuse

After we use a product or material once, we should reuse it if we can.

Recycle

Recycling conserves resources and reduces waste. But remember...only consider recycling materials and products that we can't reuse, since recycling is expensive.





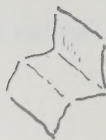
SAVING PAPER

Reduce

If you use a computer or a word processor, edit on-screen to avoid printing drafts.

Don't be a memo maniac. If your office has an electronic mail system, use it to send messages instead of writing memos.

Regularly check distribution lists. Remove the names of people who no longer want or need information.



Cancel unwanted mail. Ask the Canadian Direct Marketing Association to remove your name from mailing lists by writing to:

Canadian Direct Marketing Association
1 Concord Gate, Suite 607
Don Mills, Ontario
M3C 3N6
Attention: Mail Preference Services



Be sure to do this at home too!

Don't waste office supplies. Take only what you can use, and return supplies you don't need.

If your printer produces a blank page before it prints your document, have someone check it and your software programs.

Reuse

Reduce the amount of new paper you use by reusing the clean side of scrap paper (e.g., photocopier mistakes, out-of-date reports, obsolete letterhead, and computer print-outs). However, don't use this scrap paper in a laser printer, since the ink may damage the machine's components.

Reuse envelopes and file folders. Use reusable envelopes for inter-office mail.



Check with your supplier of printer ribbons or cartridges to see how you can reuse or recycle these products.

Share copies of newspapers, newsletters, magazines, and telephone books. You'll save on subscription costs as well as saving paper.

Recycle

If your office has a recycling program, follow it carefully. Not all office programs accept the same recyclable waste. In fact, most accept only fine paper (unglazed and not red), since it makes up more than 50 percent of the dry solid waste we produce in our offices.

Avoid using stick-on notes or envelopes with plastic windows. Products that contain adhesives or plastics cannot be recycled.

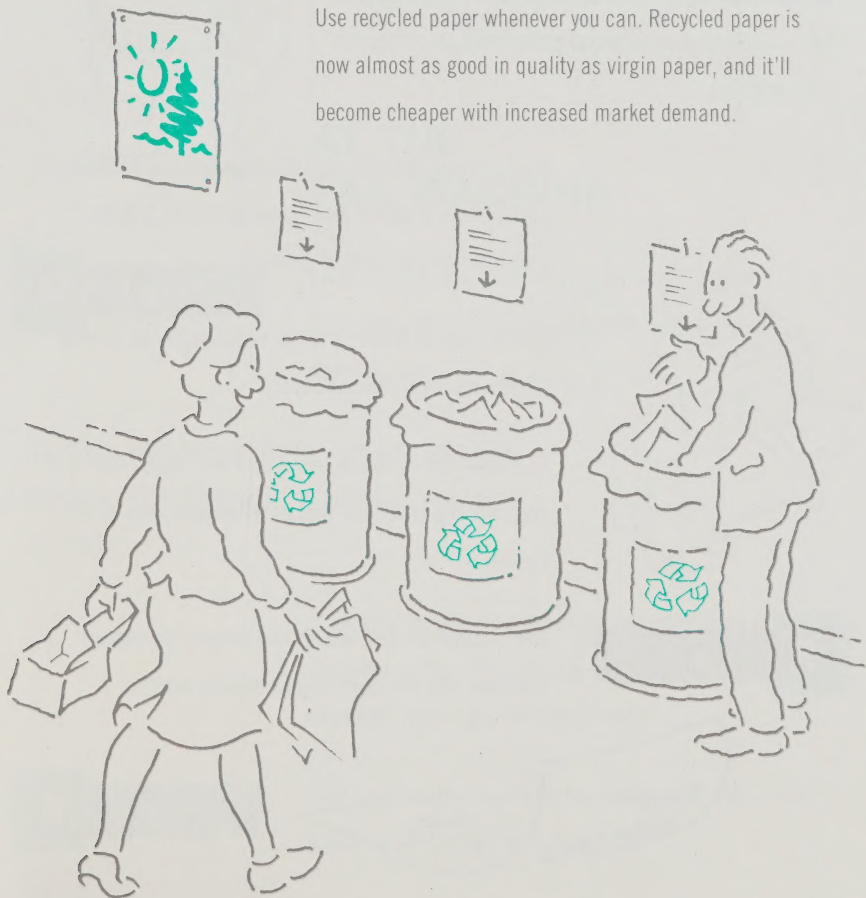
Be on the look-out for new, recyclable envelopes with a see-through window that's made from glassine — a paper-based product — instead of plastic. How do you tell the difference? It'll say on the back of the envelope that it's completely recyclable.

Post reminder notices near recycling bins so everyone knows what materials they can put inside. One stick-on note tossed in a recycling bin by mistake reduces the quality, and therefore the selling price, of the whole bin.

Remember that fine paper does not include newspapers or cardboard. Recycle these products by taking them home to your blue box.

If you don't have a fine-paper recycling program, talk to your co-workers and see what you can do to start one.

Use recycled paper whenever you can. Recycled paper is now almost as good in quality as virgin paper, and it'll become cheaper with increased market demand.



AT THE PHOTOCOPIER

Reduce

Only photocopy as many copies as you need.

Distribute one copy of a document with a distribution list instead of giving separate copies to each person. Make an extra copy to post on a central noticeboard or in a central reference file.



Photocopy on both sides of a document. If your photocopier doesn't have a double-sided copying feature, ask your manager if it's possible to get one.

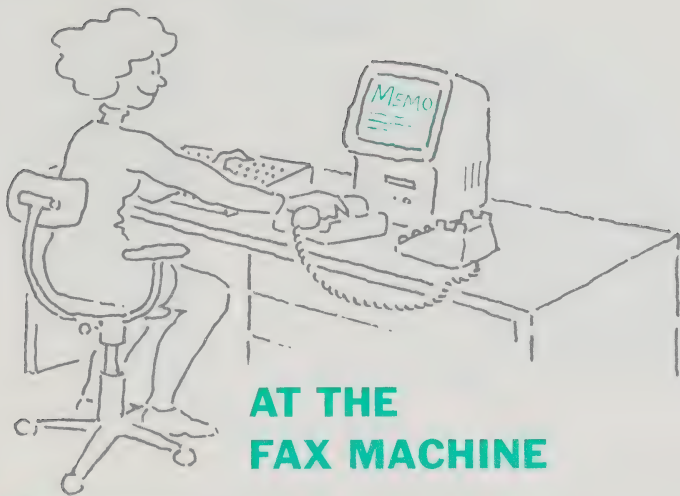
Use the reduction feature on your photocopier to fit more information on a sheet of paper.

To prevent ruined copies, make sure your photocopier is in good working order, and that all employees know how to operate it.

Reuse

Keep a collection box near the machine for photocopier mistakes. Use the clean side for copying drafts.





AT THE FAX MACHINE

Reduce

Leave enough room on your fax coversheets to write messages, rather than attaching a separate letter or covering note.

If possible, get a fax machine that uses plain bond paper instead of chemically treated thermal paper, which can't be recycled.

If you can, fax your documents electronically using a computer modem. This way, you won't have to copy documents before you send them by fax.

Reuse

Print your fax coversheets on the clean side of used paper. You'll save both paper and money.



CONSERVING ENERGY

Before you leave the office, turn off your desk lamp, your computer, and printers and photocopiers. If you leave your computer and desk lamp on every night, you'll add about \$100 per year to the energy costs of your building.

Before you buy new office equipment, make sure you really need it. You can often share photocopiers or printers as long as they're accessible. If you do need new equipment, make sure it's energy-efficient.

Keep your windows closed to reduce air-conditioning costs in the summer and heating costs in the winter.



If your office has blinds or curtains, shut them at the end of the day in the wintertime to reduce heat loss. In summer, use them to block out the sun's heat and to save on air-conditioning costs.



Take the stairs instead of the elevator. You'll save energy, and be more physically fit.

If your office team, coffee circle, or lunchroom group is planning to buy a new appliance, like a coffee maker or a microwave oven, make sure it's energy-efficient.

CONSERVING WATER

Close water taps tightly so they don't drip.

Immediately report leaks around plumbing fixtures to maintenance staff.



IN TRANSIT

Pollution from motor vehicles contributes significantly to acid rain, global warming, and urban smog. So:



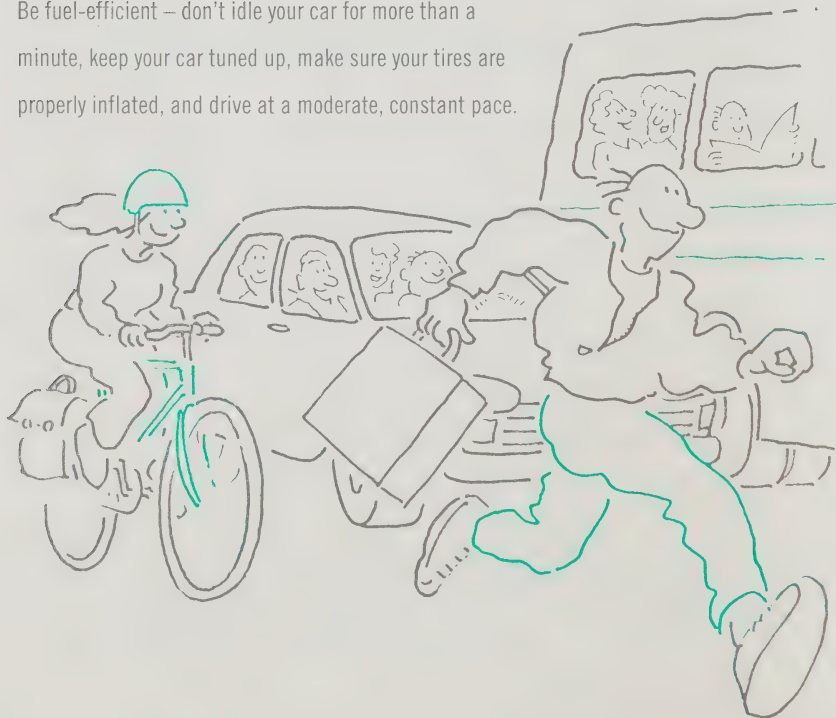
Walk, jog, or bicycle to work whenever you can.

Take the bus to work instead of driving your car.



If you have to drive, arrange a car pool with fellow employees.

Be fuel-efficient – don't idle your car for more than a minute, keep your car tuned up, make sure your tires are properly inflated, and drive at a moderate, constant pace.





IN THE LUNCHROOM

If your office uses a coffee service or your building's cafeteria is operated under contract, tell suppliers you want to reduce packaging. Encourage them to choose bulk packaging, washable plates and utensils, multi-serving containers of cream and sweeteners, and other products that will save money and reduce garbage.



If you bring your lunch to work, pack it in a reusable container. Bring your drink in a thermos, and use a cloth instead of a paper napkin.

Use reusable coffee cups and keep extras on hand for visitors. If your work space isn't close to the coffee machine or the cafeteria, a mug with a lid will prevent spills and keep your beverage warm.



Try not to use styrofoam cups, paper plates, plastic utensils, and other materials that you can't reuse.

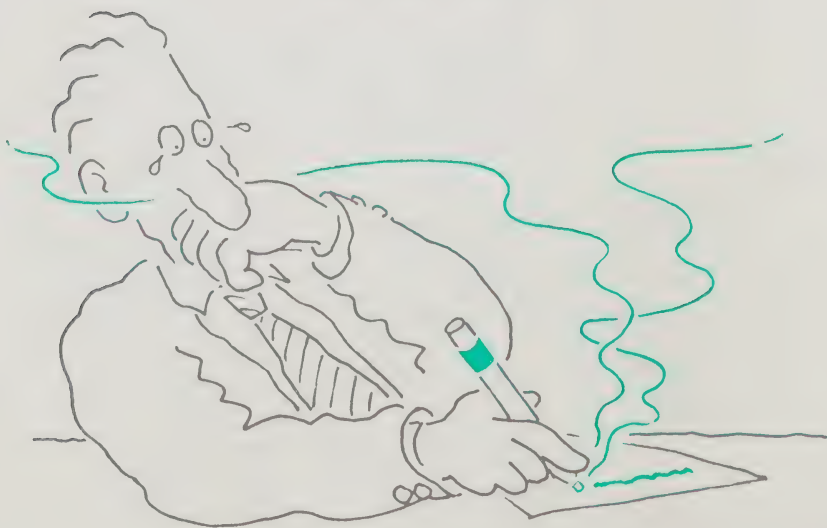
CHEMICAL WASTES

Although many products we use every day aren't considered hazardous, they still contain chemicals that can harm the environment. Remember that every bit of pollution adds up – try to handle and dispose of these products carefully.

Whenever possible, use water-based correction fluids, pens, and markers.

Avoid using products that contain harmful ingredients. You can check for this through Workplace Hazardous Materials Information System data sheets that the suppliers must provide. These data sheets list harmful ingredients in

products. If you're concerned about a product, check the data sheet.





INCREASING AWARENESS

Good communication helps make “green” efforts successful. Although many people think their individual efforts aren’t significant, if everyone works together, the combined impact on the environment can be impressive. Here are some ideas on how you can increase awareness in your department.

Set up a “green” noticeboard in an area where most employees pass to display helpful hints, memos, and progress reports.

Establish a “green” suggestion box and consider recognizing an “Environment-Friendly Employee of the Month.”

Share your ideas with other departments, and encourage co-workers to think “green” at home.

TO CONCLUDE

The “green” workplace is here to stay – we have to be environmentally responsible. At Publics Works and Government Services Canada, we care about the environment – that’s why we’re creating workplaces that are energy-efficient and environmentally friendly.

To continue building on our successes, we need your help. Let’s make our environment a priority at work as well as at home.

Together, we can make a difference.

To order copies of this brochure, call Public Works and Government Services Canada’s documentation centre in Ottawa at (613) 736-2146 (fax (613) 736-2826). For more information on protecting the environment in the workplace, call Public Works and Government Services Canada at one of the following numbers.

Atlantic Region	(902) 496-5206
Quebec Region	(514) 496-3545
National Capital Region	(819) 775-4437
Ontario Region	(416) 512-5618
Pacific-Western Region	(403) 497-3552





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